

SERVICE UPDATE

Follow-up #1: New Periodic Inspection Requirements for NYC Parking Structures

Beginning January 1, 2022, [Local Law 126 of 2021](#) requires owners of parking structures to hire a NYS licensed professional engineer who is designated by the Department as a Qualified Parking Structure Inspector (QPSI) to inspect the structure at least once every six years and file a report with the Department of Buildings according to the schedule set out in 1 RCNY [§103-13](#):

| Date Range for Inspection Cycle 1 | Buildings in Community Districts |
|--------------------------------------|---|
| January 1, 2022 – December 31, 2023* | Manhattan Community Districts 1 through 7 |
| January 1, 2024 – December 31, 2025* | Manhattan Community Districts 8 through 12 and all Brooklyn Community Districts |
| January 1, 2026 – December 31, 2027* | All Bronx, Queens, and Staten Island Community Districts |

**and no later than December 31 within every sixth calendar year thereafter*

Visit the [Department of City Planning website](#) for information about your [NYC Community District](#).

Submit the Report

A Service Notice will be posted in early 2023 with details about how to file the report in DOB NOW: *Safety*. To submit a report prior to that time:

1. Request an invoice for the report that is being filed by emailing the Parking Structures Unit at ParkingStructures@buildings.nyc.gov with the Subject Line **Request for Invoice for BIN/Address/Report Type** where Report Type is Initial, Amended, Subsequent, or Extension.
2. Bring the invoice and payment to the Central Cashier at 280 Broadway, 1st Floor Atrium. Payments can be made by credit card, check or money order. *(credit card payments include a non-refundable 2% service charge on the total payment amount due)*
3. Save the report in PDF format with the name **BIN-Address-Report Type**.
4. Email the receipt for the payment with the report to the **Parking Structures Unit** at ParkingStructures@buildings.nyc.gov with the Subject Line **Cycle 1 Report for BIN/Address/Report Type**. Only one report per email may be submitted.

Report Filing Fees

- Initial filing **\$305.00**
- Amended Filing **\$85.00**
- Subsequent Filing..... **\$85.00**
- Application for extension of time to complete repairs..... **\$65.00**

Visit nyc.gov/buildings for additional information about Parking Structures inspection requirements.